



Internship Program: Employer Evaluation of Student Performance

Please type the requested information into this form at the end of the internship. Save the file, and either email to the Faculty Internship Coordinator, contact information can be found at mtsu.edu/ccm/internships.php or print and mail to: MTSU School of CCM, MTSU Box 24, 1301 E. Main Street, Murfreesboro, TN 37132

Date:

Student Name:

Company Name:

Dates of Work: from: to:

Supervisor Name:

Title:

Supervisor Email: Supervisor Phone:

Briefly describe the student's responsibilities and duties:

Total Hours Worked:

Please evaluate the student's current skill level by checking the appropriate box (leave blank if not observed):

1	2	3	4	5
Low	Below Average	Average	Above Average	Exceptional

Oral Communication: The student demonstrated or developed oral communication skills with respect to:

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| • Logical organization of thoughts and ideas | <input type="checkbox"/> |
| • Making contributions that were relevant and to the point | <input type="checkbox"/> |
| • Clarity of language and understandable explanations | <input type="checkbox"/> |
| • Use of appropriate and professional language | <input type="checkbox"/> |

1	2	3	4	5
Low	Below Average	Average	Above Average	Exceptional

Written Communication: The student demonstrated or developed written communication skills with respect to:

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| • Logical organization of thoughts and ideas | <input type="checkbox"/> |
| • Making contributions that were relevant and to the point | <input type="checkbox"/> |
| • Clarity of language and understandable explanations | <input type="checkbox"/> |
| • Correct grammar and syntax | <input type="checkbox"/> |

Employability: The student demonstrated or developed:

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| • Skills and knowledge related to the internship duties | <input type="checkbox"/> |
| • Confidence in skills and knowledge | <input type="checkbox"/> |
| • Integrity and work ethic | <input type="checkbox"/> |

Ability to work within a team: The student demonstrated or developed the ability to:

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| • Build positive working relationships | <input type="checkbox"/> |
| • Work effectively within a team | <input type="checkbox"/> |
| • Adapt to working styles of others | <input type="checkbox"/> |
| • Contribute positively to the group's effort | <input type="checkbox"/> |

Overall Evaluation:

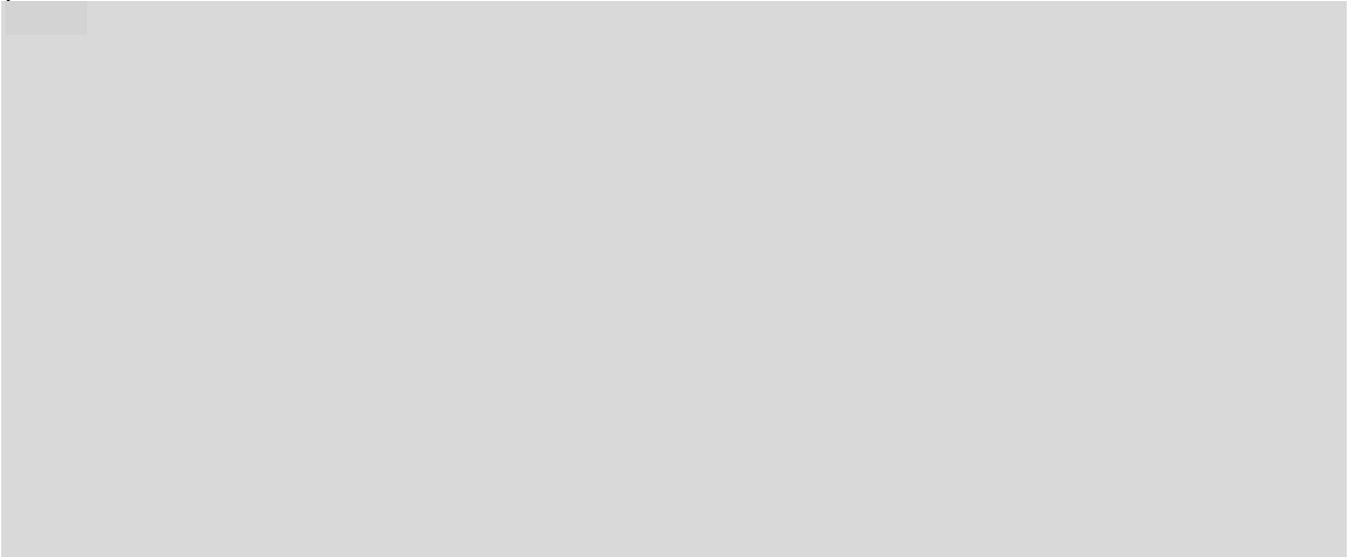
- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| • Student responded well to constructive feedback | <input type="checkbox"/> |
| • Student arrived with adequate skills to begin work | <input type="checkbox"/> |
| • Student left with adequate skills to complete the work | <input type="checkbox"/> |
| • Overall performance met supervisor's expectation | <input type="checkbox"/> |

Please provide written responses to questions below:

What strengths did the student possess that allowed him/her to perform in the workplace?

What skills and abilities did the student learn and apply in the workplace?

In what areas should the student concentrate to improve his/her work effectiveness, both technical and personal?



Do you have any comments or suggestions on how to improve the Internship Program?

